



Ashoka Education Foundation

SUPPORT STAFF PERFORMANCE APPRAISAL REPORT for A.Y. 20.... - 20....

General Information:

Name of Support Staff: -DOJ-.....

Year of completion at Ashoka -Designation -

Name of Unit: -Transfer details(if any)-.....

Appraisal Matrix-

Sr. No	Criteria	Maximum Score	Self Appraisal Score	Coordinator/ Admin Officer Score	Unit Head Score
1	Punctuality	10			
2	Initiative	10			
3	Sincerity	10			
4	Behaviour with Students	10			
5	Behaviour with Faculty	10			
6	Timely Completion of work	10			
7	Willingness to do Work	10			
8	Quality of work	10			
9	Involvement in College events	10			
10	Additional Qualification	10			
Total		100			

Signature of Employee.....			Unit Name-		
Name of Employee:					
Self-Appraisal Score	/ 100	Verified Appraisal Score by Coordinator/Admin Officer	/ 100	Verified Appraisal Score by Unit Head	/100
Increment as per policy%		Recommended Increment % Remarks (if any)			

To be filled by Unit Head only

Name of Unit Head -.....

Signature of Unit Head-

Date-.....

Remarks by the Administrator-	Remarks by the Director-
Signature of Administrator:-	Signature of Director:-